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*Office Memorandum* • SECURITY INFORMATION UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div.      DATE: 2 January 1952

FROM : Acting Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of October 1951.

Telephone Service Bill	\$17,851.94
Long Distance Bills	7,130.95
	996.58
T.T. Channels, L.L.'s, P.L.'s and TWA	1,615.58
Miscellaneous	174.82
	<u>\$27,769.87</u>

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2. The following additional information is submitted for the month of October 1951:

- a. Total number and cost of outside local calls placed over switchboard,    
No. of calls - 113,563      Cost - \$3,976.71
- b. Non-recurring installation charges for station equipment --- \$976.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$276.32
- d. Non-recurring move or relocation charges for station equipment already in use --- \$991.50

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3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of December 1951.

Total Hours	-- 16	Estimated Cost	\$80.00
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4. Also, listed below are estimated amounts for services to be rendered during the month of January 1952.

Telephone Service Bill	\$18,000.00
Long Distance Bills	7,500.00
<div style="border: 1px solid black; width: 400px; height: 15px;"></div>	1,200.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	300.00
	<u>\$29,000.00</u>

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5. A total of 77 requisitions for services were processed by this Branch during the month of December 1951. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 38 unused branch lines available for

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